



ADMINISTRATION AND  
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE  
1950 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1950

JAN 25 2008

MEMORANDUM FOR MS. JOYCE E. MORROW  
ADMINISTRATIVE ASSISTANT TO THE SECRETARY  
OF THE ARMY

SUBJECT: Charter Renewal – Board of Visitors for the Western Hemisphere Institute  
for Security Cooperation

The charter for the Board of Visitors for the Western Hemisphere Institute for Security Cooperation is approved for renewal.

A notice has been published in the Federal Register announcing DoD's intention to renew the Board of Visitors' charter. On February 1, 2008, my Committee Management Officer, pursuant to 41 CFR § 102-3.70, will formally file the Board of Visitors' renewed charter with the Library of Congress, the General Services Administration, and the appropriate congressional oversight committees.

As the DoD Sponsor's representative for this federal advisory committee, you are reminded that you and the DoD Sponsor are responsible for:

- (a) Providing adequate support to the advisory committee and its membership;
- (b) Ensuring that the committee members are appointed according to DoD policy, and that they do not serve on the committee until all personnel and ethics paperwork has been processed by the appropriate offices; and
- (c) Ensuring that the Board of Visitors for the Western Hemisphere Institute for Security Cooperation is not unduly or inappropriately influenced by federal employees or any special interest.

If you should have any questions please contact me or my Committee Management Officer, Frank Wilson, at 703-601-2554, extension 113.

A handwritten signature in dark ink, appearing to read "Michael L. Rhodes", is located above the printed name.

Michael L. Rhodes  
Deputy Director